# OFFICE OF THE FEDERAL DEFENDER

KATHERIAN D. ROE Federal Defender

#### **District of Minnesota**

107 U.S. Courthouse 300 South Fourth Street Minneapolis, MN 55415 Phone: 612-664-5858 Fax: 612-664-5850

## Instructions for Completing CJA 24 AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT

### Updated February 1, 2007

Requests for blank CJA forms for transcripts (CJA24) may also be obtained from the Federal Defender's Office (612) 664-5859 Lisa.

CJA Attorneys -- Submit the forms directly to Office of the Federal Defender first. After the technical compliance review, the forms will then be forwarded to the appropriate Court personnel for ruling/processing.

## For Advance Authorization - Complete the Following Boxes:

Voucher # -	Leave Blank (this will be completed by the Federal Defender office)
1-11	Complete – it will be the same information that is on your CJA 20.
12	Why transcript is needed (Example: for trial preparation)
13	Type of hearing, date of hearing, judge hearing was before
14	Check any special requests
15	SIGNATURE, date, name, phone number, and appointment status
18	Name, address and phone number of Court Reporter (if known)

PLEASE CONTACT LISA OR THE OFFICE OF THE FEDERAL DEFENDER IF YOU HAVE ANY QUESTIONS WHEN COMPLETING TRANSCRIPT FORMS.

#### Notes:

See Guide to Judiciary Policies and Procedures, Volume VII, Chapter 3. www.fd.org

In multi-defendant cases, no more than one transcript should be purchased from the court reporter on behalf of CJA defendants. Upon receipt of a Court-approved CJA Form 24, the Clerk of Court will arrange for photocopies of the transcripts for the second and subsequent CJA attorneys.

#### Rates:

The District of Minnesota adopted the following rates by Order dated 4/8/2003. Transcripts ordered prior to that date shall be billed at the rates in effect at the time the order was placed.

A copy of that signed Court Order on rates can be obtained from the Clerk of Court or FD.

	Original	First copy to each additional party
Ordinary Transcript A transcript to be delivered within thirty (30) calendar days after receipt of order.	\$3.30	\$.83
Expedited Transcript A transcript to be delivered within seven (7) calendar days after receipt of order.	\$4.40	\$.83
Daily Transcript A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.	\$5.50	\$1.10
Hourly Transcript A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.	\$6.60	\$1.10
Realtime Transcript A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment.	\$2.75	\$1.10

CJA 24 AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT (Rev. 12/03) 1. CIR./DIST./ DIV. CODE 2. PERSON REPRESENTED VOUCHER NUMBER 4. DIST. DKT./DEF. NUMBER 6. OTHER DKT. NUMBER 3. MAG. DKT./DEF. NUMBER 5. APPEALS DKT./DEF. NUMBER TYPE PERSON REPRESENTED 7. IN CASE/MATTER OF (Case Name) 8. PAYMENT CATEGORY 10. REPRESENTATION TYPE □ Felony □ Petty Offense ☐ Adult Defendant □ Appellant (See Instructions) ☐ Misdemeanor □ Other Juvenile Defendant 

Appellee □ Appeal Othe 11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) If more than one offense, list (up to five) major offenses charged, according to severity of offense. REQUEST AND AUTHORIZATION FOR TRANSCRIPT PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly) 13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14). 14. SPECIAL AUTHORIZATIONS JUDGE'S INITIALS % of transcript with (Give case name and defendant) A. Apportioned B.  $\square$  Expedited  $\square$  Daily ☐ Hourly Transcript ☐ Realtime Unedited Transcript C. 🗆 Prosecution Opening Statement 🗆 Prosecution Argument 🗀 Prosecution Rebuttal ☐ Defense Argument □ Voir Dire D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act. 15. ATTORNEY'S STATEMENT 16 COURT ORDER Financial eligibility of the person represented having been established to the Court's As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request satisfaction the authorization requested in Item 15 is hereby granted. authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act. Signature of Attorney Signature of Presiding Judge or By Order of the Court Date of Order Printed Name Nunc Pro Tunc Date Telephone ☐ Panel Attorney ☐ Retained Attorney ☐ Pro-Se ☐ Legal Organization **CLAIM FOR SERVICES** 17. COURT REPORTER/TRANSCRIBER STATUS 18. PAYEE'S NAME AND MAILING ADDRESS ☐ Official □ Contract ☐ Transcriber □ Other 19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE Telephone INCLUDE LESS AMOUNT TRANSCRIPT NO. OF PAGES RATE PER PAGE SUB-TOTAL 20. TOTAL PAGE NUMBERS APPORTIONED Original Copy Expense (Itemize) TOTAL AMOUNT CLAIMED: 21. CLAIMANT'S CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source Signature of Claimant/Payee Date ATTORNEY CERTIFICATION 22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Signature of Attorney or Clerk Date APPROVED FOR PAYMENT — COURT USE ONLY 23. APPROVED FOR PAYMENT 24. AMOUNT APPROVED

Date

Signature of Judge or Clerk of Court

# SAMPLE - ADVANCE APPROVAL REQUEST FOR TRANSCRIPT

SCJA 24 AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT (Rev. 12/03)

1. CIR./DIST./ DIV. CODE		ON REPRESENTED		/	VOUCHER NUM	RFR	
MNX		N DOE		VOUCHER NUMBER  LEAVE B			NK
3. MAG. DKT./DEF. NUMBER	JOH	4. DIST. DKT./DEF. NU	MBER	5. APPEALS DKT./DEF	. NUMBER	6. OTHER DKT	
		05-0001 JR					
7. IN CASE/MATTER OF (Case	Name)	8. PAYMENT CATEGO X Felony	RY □ Petty Offense	9. TYPE PERSON REP  X Adult Defendant		10. REPRESEN' (See Instruct	
US V DOE		*	☐ Other		☐ Appellant t ☐ Appellee	CC (See Instruct	uons)
11. OFFENSE(S) CHARGED (Ci		Title & Section) If more th	an one offense, list (ı		harged, according to	severity of offense.	
18:922(g)(1) FELON IN I	POSSESSIO	ON OF A FIREARM					
		REQUEST ANI	DAUTHORIZ	ATION FOR TRA	NSCRIPT		
12. PROCEEDING IN WHICH	I TRANSCR	-		MIIONI OR IRA	NSCRII I		
TRIAL PREPARATIO	N AND OBJ	JECTIONS TO REPO	RT AND RECOM	IMENDATION			
13. PROCEEDING TO BE TRA	NSCRIBED (A	Describe specifically). NO	TE: The trial transcri	ipts are not to include pros	ecution opening state	ment, defense open	ing statement, prosecution
argument, defense argument, MOTION HEARING H	-		-				
14. SPECIAL AUTHORIZATIO	NS						JUDGE'S INITIALS
A. Apportioned	% of	f transcript with (Give ca	ise name and defer	ndant)			
B. X Expedited	□ Daily	☐ Hourly Transcrip	t □ Realtime	Unedited Transcript			
-	_	ent   Prosecution Arg					
D. In this multi-defend		☐ Defense Argum mmercial duplication of			ry Instructions elerated transcript s	services to	
persons proceeding	under the C	riminal Justice Act.			uta aunsempt		
5. ATTORNEY'S STATEMEN	T			16. COURT ORDER			
As the attorney for the person a transcript requested is neces authorization to obtain the tran to the Criminal Justice Act.	sary for adeq	uate representation. I, tl	herefore, request		of the person represent prization requested in		stablished to the Court's granted.
Attorney signs here			date				
Signature of	Attorney		Date	Signa	ature of Presiding Jud	ge or By Order of th	ne Court
Print nan	ie here			Dated by	Judge		
Printed Name  Date of Order  x Panel Attorney					Nunc	Pro Tunc Date	
·			CLAIM FOR	SERVICES			
17. COURT REPORTER/TRAN	SCRIBER STA	ATUS		18. PAYEE'S NAME	AND MAILING ADD	RESS	
x Official ☐ Contract	□ Tr:	anscriber					
x Official 🖂 Contract		inscriber		INSERT NAME A	ND ADDRESS OF I	REPORTER.	
19. SOCIAL SECURITY NUMB	ER OR EMPI	OYER ID NUMBER OF P	PAYEE				
					Telephone		(651) xxx-xxxx
		INCLUDE		<u> </u>	-	LESS AMOUN	т
20. TRANSCRIPT		PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	APPORTIONE	
Original							
Сору							
Expense (Itemize)							
					TOTAL AMOU	NT CLAIMED	):
<ol> <li>CLAIMANT'S CERTIFICAT I hereby certify that the above for these services.</li> </ol>			ect, and that I have no	ot sought or received payme	ent (compensation or	anything of value) f	from any other source
Signature of Claimant/Pay	ee				Date		
,		A	ATTORNEY C	ERTIFICATION	_		
22. CERTIFICATION OF ATTO	RNEY OR CL				t was received.		
-	Signature	of Attorney or Clerk			Date		
	S.S. ature		FOR PAYMEN	NT — COURT US			
23. APPROVED FOR PAYMEN	T					24. AMOU	NT APPROVED
	ignature of J	Judge or Clerk of Court			Date		

## SAMPLE - TRANSCRIPT VOUCHER SUBMITTED FOR FINAL PAYMENT -

© CIA 24 AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT (Rev. 12/03).

CJA 24 AUTHORIZATION AND	VOUCHE	R FOR PAYMENT OF IR	ANSCRIPT (Rev. 1.	2/03)			
1. CIR./DIST./ DIV. CODE		ON REPRESENTED		VOUCHER NUMBER			
MNX 3. MAG. DKT./DEF. NUMBER	JOHN	V DOE 4. DIST. DKT./DEF. NU	MDED	# INSERTED BY FD OFFICE  5. APPEALS DKT./DEF. NUMBER  6. OTHER DKT. NUMBER			
		05-0001 JR	T/AJB	9. TYPE PERSON REP			
US V DOE	V DOE		8. PAYMENT CATEGORY X Felony Petty Offense Misdemeanor Other		RESENTED  ☐ Appellant t ☐ Appellee	10. REPRESENTATION TYPE (See Instructions) CC (criminal case)	
11. OFFENSE(S) CHARGED (Cite 18:922(g)(1) - FELON IN P			an one offense, list (i	up to five) major offenses co	harged, according to	severity of offense.	
		REQUEST ANI	D AUTHORIZ	ATION FOR TRA	NSCRIPT		
12. PROCEEDING IN WHICH TR TRIAL PREPARATION		,	0.07	IMENDATION			
13. PROCEEDING TO BE TRANS argument, defense argument, pr MOTION HEARING HEI	osecution r	ebuttal, voir dire or jury in.	structions, unless spe	ecifically authorized by the	Court (see Item 14).	ment, defense open	ing statement, prosecution
14. SPECIAL AUTHORIZATIONS							JUDGE'S INITIALS
A. Apportioned	% of	transcript with (Give ca	ise name and defer	ndant)			
B. X Expedited	Daily	☐ Hourly Transcrip	t 🗆 Realtime	e Unedited Transcript			Judge initials here
C. ☐ Prosecution Opening S	-	ent □ Prosecution Arg □ Defense Argum		cution Rebuttal Dire	ry Instructions		
D. In this multi-defendar persons proceeding up		•	transcripts will im	pede the delivery of acc	elerated transcript	services to	
15. ATTORNEY'S STATEMENT	idel the C	immar sustree rice.		16. COURT ORDER			
As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.				Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.  Judge signed here			
ATTORNEY SIGNED HERE			DATE				
Signature of At	torney		Date	Signa	ature of Presiding Judge or By Order of the Court		
Print name Printed Name X Panel Attorney □ Retains		□ Pro-Se □ □	Legal Organization	Dated by Judge  Date of Order Nunc Pro Tunc Date			
A Tuner Attorney - Returns	eu mitorney			CEDVICEC			
17. COURT REPORTER/TRANSC	RIBER STA	ATUS	CLAIM FOR	18. PAYEE'S NAME A	AND MAILING ADI	DRESS	
X Official				Court reporter name and address			
19. SOCIAL SECURITY NUMBER	OR EMPL	OYER ID NUMBER OF P	PAYEE	1			
Xxx-xx-xxxx					Telephone		(651) xxx-xxxx
		INCLUDE		1	<u> </u>	LESS AMOUN	T
20. TRANSCRIPT		PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	APPORTIONE	D IOTAL
Original		1-48	48	4.40	211.20		211.20
Copy						<u> </u>	
Expense (Itemize)					TOTAL AMOU	INT CLAIME	D: 211.20
21. CLAIMANT'S CERTIFICATIO	N OF SER	VICE PROVIDED			TOTAL AMOU	INI CLAIME	D: 211.20
I hereby certify that the above cla for these services.			ect, and that I have no	ot sought or received payme	ent (compensation or	anything of value)	from any other source
Signature of Claimant/Payee		Court Reporter sig	gns here		Date	da	te
				ERTIFICATION			
22. CERTIFICATION OF ATTORN	IEY OR CL	ERK I hereby certify that	the services were rea	ndered and that the transcrip	ot was received.		
PANEL ATTORNEY SIGNS		- F. A. 44 - 111 - 121 -			date		
APPROVED FOR PAYM		of Attorney or Clerk	I.V		Date		
23. APPROVED FOR PAYMENT	ENT -	COURT USE ON	L 1			24. AMOU	NT APPROVED
Sig	nature of J	udge or Clerk of Court			Date		